



DOC



Probation and Parole Division

Probation and Parole Division:

Supervises approximately 10,500 offenders currently on community supervision

MISSION: The DOC enhances public safety; supports the victims of crime; promotes positive change in offender behavior; and reintegrates offenders into the community.

Montana Department of Corrections

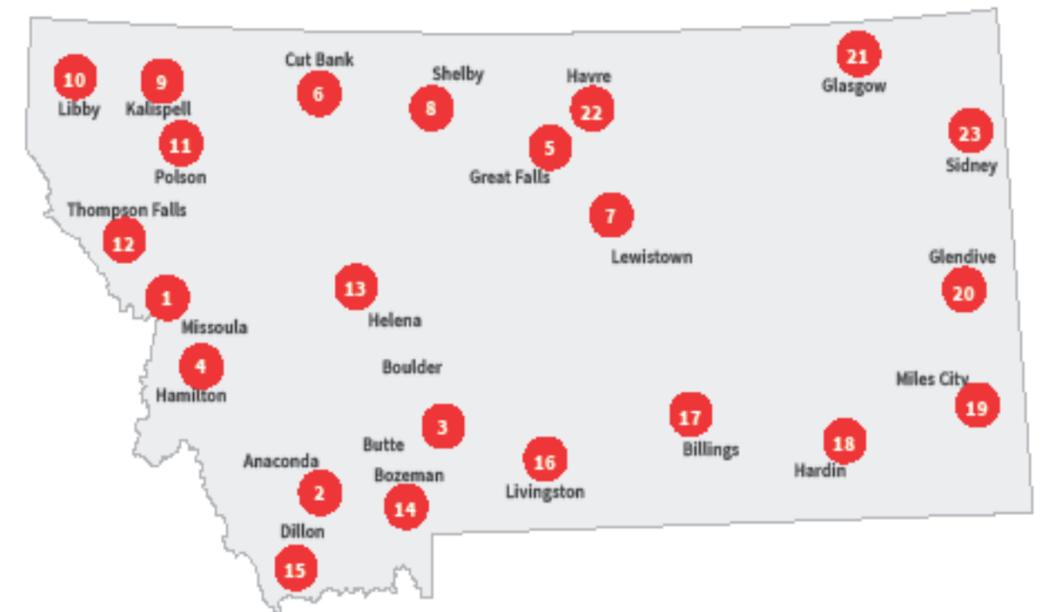


Probation and Parole Division



Probation & Parole Offices

- | | |
|------------------------------|--------------------------|
| 1 Missoula P&P Office | 14 Bozeman P&P Office |
| 2 Anaconda P&P Office | 15 Dillon P&P Office |
| 3 Butte P&P Office | 16 Livingston P&P Office |
| 4 Hamilton P&P Office | 17 Billings P&P Office |
| 5 Great Falls P&P Office | 18 Hardin P&P Office |
| 6 Cut Bank P&P Office | 19 Miles City P&P Office |
| 7 Lewistown P&P Office | 20 Glendive P&P Office |
| 8 Shelby P&P Office | 21 Glasgow P&P Office |
| 9 Kalispell P&P Office | 22 Havre P&P Office |
| 10 Libby P&P Office | 23 Sidney P&P Office |
| 11 Polson P&P Office | |
| 12 Thompson Falls P&P Office | |
| 13 Helena P&P Office | |



PROBATION & PAROLE FACILITIES MAP



MONTANA DEPARTMENT OF CORRECTIONS

Probation and Parole Division

Office	Bureau Chief	Deputy Chief	P&P Supervisor	P&P Officer	Hearings Officer	PSI Writer	IPPO	Admin. Assist.	ISC Agent	LAC	Offend.	Ratio
Region 1												
Missoula	1.0		3.0	22.0	1.0	1.0		2.0			1252	57
Butte		1.0	2.0	9.0		1.0		1.5			666	74
Hamilton			1.0	4.0				1.0			287	72
Anaconda				2.0				1.0			198	99
MSP			1.0				8.0	1.5				
TOTAL R1	1.0	1.0	7.0	37.0	1.0	2.0	8.0	7.0			2403	65
Region 2												
Helena	1.0		2.0	12.0	1.0	1.0		1.0			993	83
Bozeman		1.0	2.0	9.0		1.0		1.0			558	62
Dillon				1.0				1.0			93	93
Livingston				1.0				1.0			101	101
TOTAL R2	1.0	1.0	4.0	23.0	1.0	2.0		4.0			1745	76
Region 3												
Great Falls		1.0	3.0	15.5	1.0	2.0	0.5	3.0			984	63
Lewistown				1.5			0.5	1.0			113	75
Shelby				1.0			1.0	1.0			67	67
Cut Bank			1.0	2.0				1.0			116	58
TOTAL R3		1.0	4.0	20.0	1.0	2.0	2.0	6.0			1280	64
Region 4												
Billings		1.0	5.0	32.0	1.0	3.0	2.0	3.0		1.0	2512	79
Harden				2.0							140	70
Miles City				3.0				1.0			229	76
TOTAL R4		1.0	5.0	37.0	1.0	3.0	2.0	4.0		1.0	2881	78
Region 5												
Kalispell		1.00	2.00	14.00		2.00		2.00			898	64
Polson			1.00	5.00				1.00			342	68
Libby				2.00				1.00			147	74
Thompson Falls				1.00				0.50			78	78
TOTAL R5		1.00	3.00	22.00		2.00		4.50			1465	67
Region 6												
Havre		1.0	1.0	4.0				1.0			220	55
Glasgow				2.0				1.0			120	60
Glendive			1.0	2.0		1.0	1.0	1.0			126	63
Sidney				2.0				1.0			187	94
TOTAL R6		1.0	2.0	10.0		1.0	1.0	4.0			653	65
	2.0	6.0	25.0	149.0	4.0	12.0	13.0	29.5		1.0		
TOTAL OFFENDERS											10427	
OFFENDER TO OFFICER RATIO											70	
TOTAL FIELD STAFF										241.5		
Interstate Compact		1.00							3.00	4.00		
Central Office										6.50		
TOTAL CENTRAL OFFICE STAFF										10.50		
TOTAL PROBATION AND PAROLE DIVISION STAFF										252.00		
MASC										4.50		
PFB										5.00		
TOTAL PROGRAMS AND FACILITY STAFF										9.50		



**MONTANA DEPARTMENT OF
CORRECTIONS**

Probation And Parole Division

Roles and Responsibilities

Probation and Parole Officer:

- **Supervises, monitors, guides, counsels, holds accountable and assists offenders who have been released to community supervision by the courts, the Montana Board of Pardons and Parole or through a Conditional Release by the DOC;**
- **Investigates and prepares presentence investigation reports for the courts;**
- **Communicates and provides support to victims in cooperation with the department's victim services liaisons;**
- **Participates in specialized programs like treatment courts and task forces.**



**MONTANA DEPARTMENT OF
CORRECTIONS**

Probation And Parole Division

Roles and Responsibilities

Institutional Probation and Parole Officer:

- **Assists offenders in developing appropriate and viable release plans;**
- **Facilitates the reentry of offenders from correctional facilities to community supervision;**
- **Works closely with BOPP, Prerelease and Treatment facilities to advance release plans of offenders;**
- **Signs out and issues travel permits for offenders discharging or paroling from prisons;**
- **Ensures that designated offenders have registered with the SVOR registry.**



**MONTANA DEPARTMENT OF
CORRECTIONS**

Probation And Parole Division

Roles and Responsibilities

Probation and Parole Officer II (Supervisor):

- **Serves as the first line supervisor for P&P Officers, IPPOs, and Administrative Support staff;**
- **Conducts disciplinary and intervention hearings for offenders;**
- **Conducts case audits of officers assigned to their team;**
- **Manages work schedules when P&P Officers take leave;**
- **Reviews Reports of Violations with P&P Officers prior to submission;**
- **Staffs cases with P&P Officers to determine appropriate responses are delivered for offenders;**
- **Accompanies P&P officers in the field when additional support is necessary to manage offenders;**
- **Assumes caseloads of offenders when vacancies occur to lessen the burden on P&P Officers;**
- **Performs performance evaluations for staff;**
- **Conducts training in various topics for P&P staff.**



**MONTANA DEPARTMENT OF
CORRECTIONS**

Probation And Parole Division

Roles and Responsibilities

Deputy Chief:

- **Oversees the operations of all field offices in assigned region;**
- **Responsible for managing the budget, scrutinizing expenditures, and acquiring necessary equipment and supplies;**
- **Participates in investigations or inquiries of staff in response to complaints or grievances;**
- **Conducts recruitment and selection of staff;**
- **Approves all conditional release plans and secure placement requests;**
- **Serves as the Probation and Parole representative collaborating with all criminal justice stake holders;**
- **Conducts performance evaluations on PO IIs;**
- **Conducts training in various topics for P&P staff.**



**MONTANA DEPARTMENT OF
CORRECTIONS**

Probation And Parole Division

Roles and Responsibilities

Bureau Chief:

- **Oversees the operations of three regions in the East and West;**
- **Responsible for overseeing the budget, scrutinizing expenditures, and acquiring necessary equipment and supplies;**
- **Conducts investigations of senior staff. Reviews investigations or inquiries of staff in response to complaints or grievances;**
- **Conducts recruitment and selection of senior staff.**
- **Approves all conditional release plans;**
- **Serves as the designated appellant body for offenders who appeal their disciplinary hearings or grievances;**
- **Conducts performance evaluations on Deputy Chiefs;**
- **Conducts training in various topics for P&P staff.**



Supervision of Offenders in a Pandemic Environment

COVID - 19

Impact of COVID-19

Jail Hold Population drastically increased

Temporary Quarantine Closures

- Prerelease Programs
- Treatment Programs
- Secure Care Facilities
- Probation and Parole Field Offices

Transportation occupancy reduced



Supervision of Offenders in a Pandemic Environment

COVID - 19

Innovative Solutions to Supervise Offenders

Phase 1 – Field offices closed

- Telephone calls
- Texting
- Emailing
- Video chat

- Curbside supervision
- Drive through supervision

Phase 2 – Field offices reopen

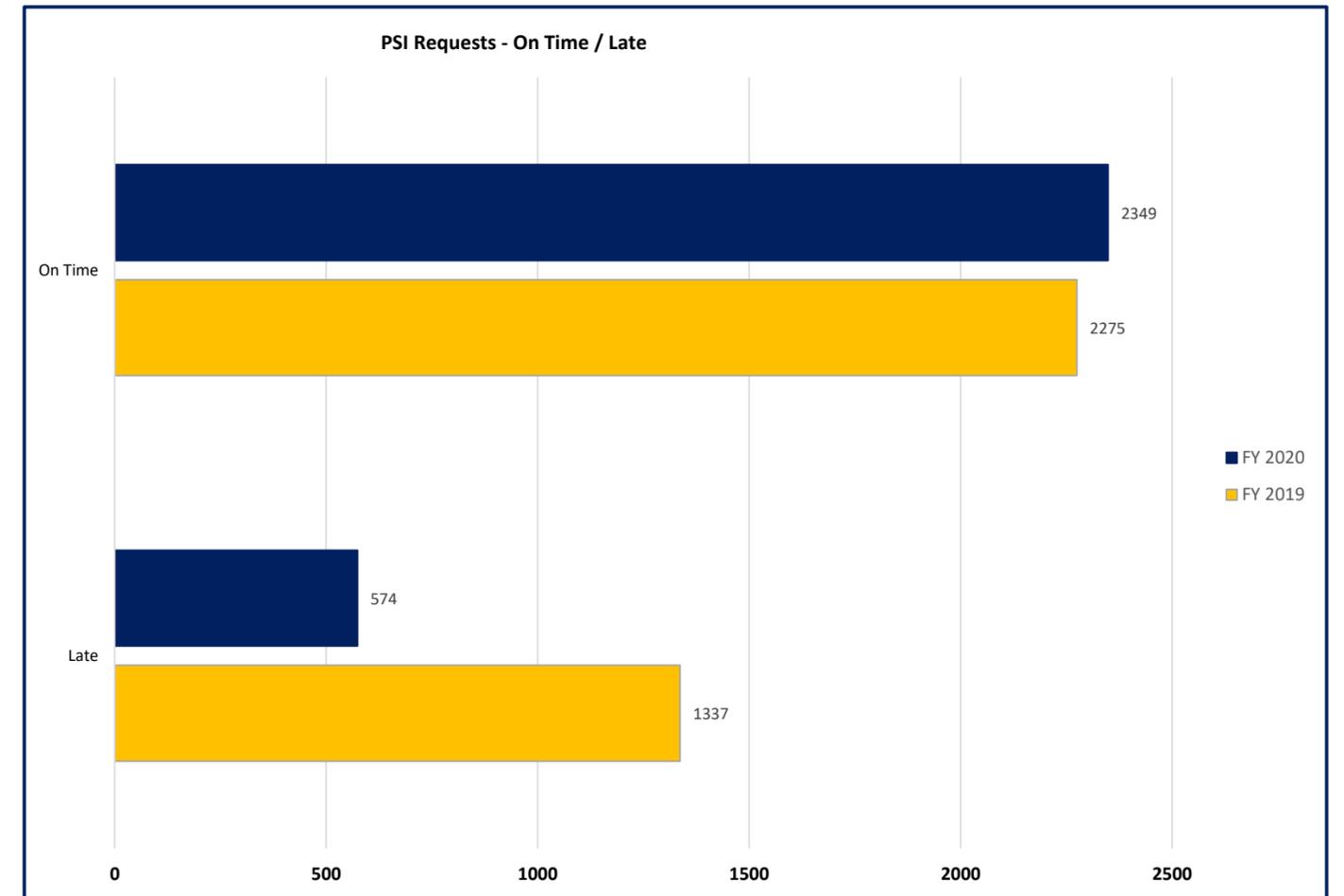
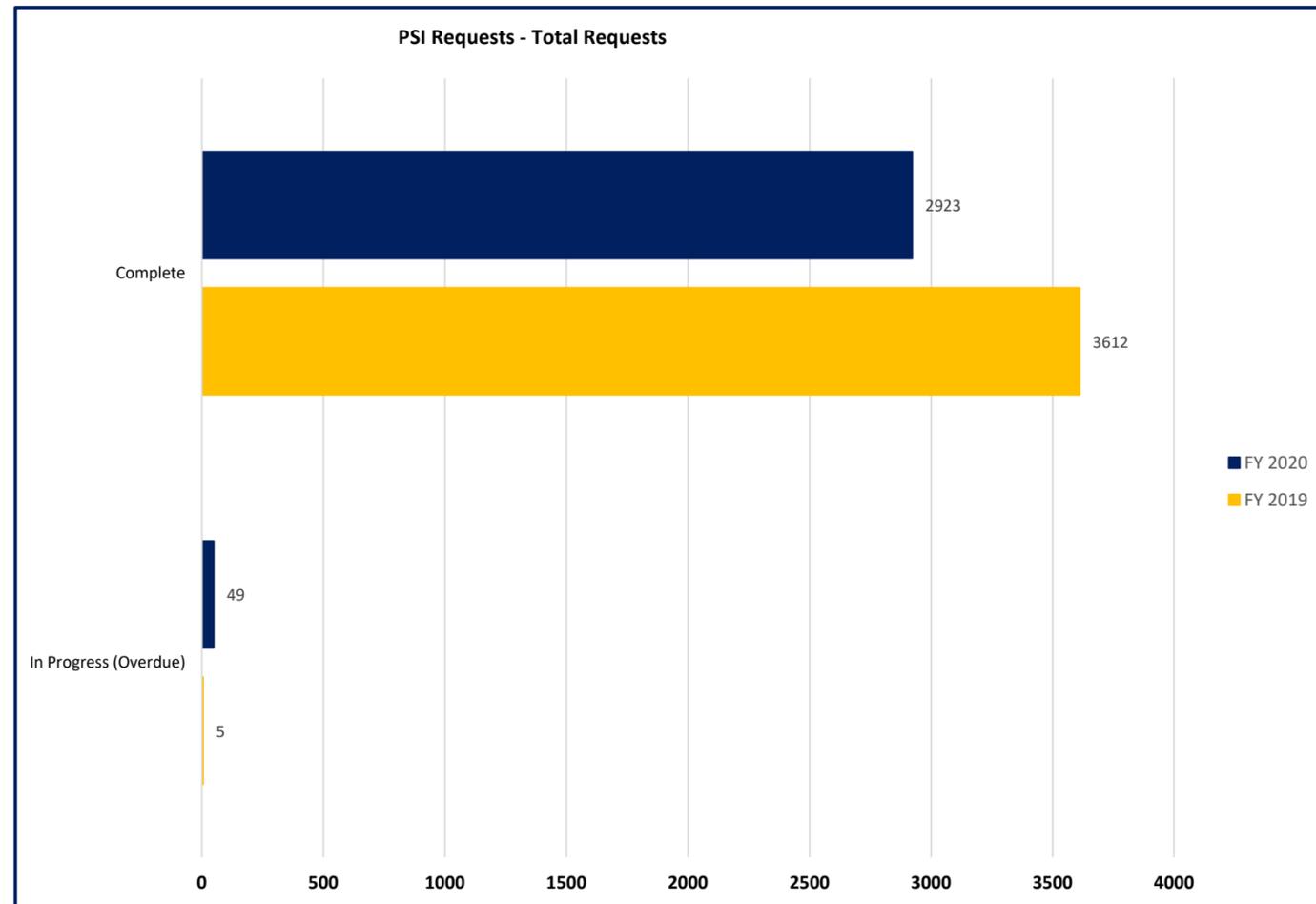
- Restricted access

Justice Reinvestment Initiatives

2017 65th Legislative Session

- SB 60
 - Pre-Sentence Investigation Reports
 - Risk and Needs Assessments
- SB 63
 - Court-ordered placement for up to 9 months in secure care or community corrections program
 - Probation and Parole-ordered placement for up to 90 days in community corrections program
 - Montana Incentives and Intervention Grid – (MIIG)
 - Defined compliance and non-compliance violations
 - Conditional Discharge from Supervision / Early Termination of Sentence

PRE-SENTENCE INVESTIGATION REPORTS



RISK AND NEEDS ASSESSMENTS

■ MORRA - Montana Offender Reentry and Risk Assessment

- Community Supervision Screening Tool – (CSST)
- Community Supervision Tool – (CST)
- Prison Screening Tool – (PST)
- Prison Intake Tool – (PIT)
- Reentry Tool – (RT)
- Supplemental Reentry Tool – (SRT)

Probation and Parole Tools

- Community Supervision Screening Tool – (CSST)
- Community Supervision Tool – (CST)

Adopted from the Ohio Risk Assessment System – (ORAS)

RISK AND NEEDS ASSESSMENTS

■ WRNA – Women’s Risk Needs Assessment

- Institutional Assessment Tool – (INA)
- Prerelease Assessment – (PRA)
- Probation Parole Assessment – (PPA)

Probation and Parole Tools

- Probation Parole Assessment – (PPA)



MONTANA DEPARTMENT OF CORRECTIONS

Montana Incentives and Interventions Grid (MIIG)



6/2019 MONTANA INCENTIVES/INTERVENTIONS GRID FOR ADULT PROBATION & PAROLE (MIIG-P&P)

MORRA Domains	WRNA Domains	Desired Behaviors	Incentive Level		
			Low/Mod	Medium	High
Criminal History	Criminal History	No violations since last contact (review at every contact)	Level 1	Level 1	Level 1
		No violations for last 3 months (review at every contact)	Level 1	Level 2	Level 3
		Reports all LE contacts	Level 1	Level 1	Level 1
Antisocial Attitudes	Antisocial Attitudes/Anger Hostility	Positive decision making	Level 1	Level 1	Level 2
		Evidence of positive lifestyle changes	Level 3	Level 3	Level 3
		On time for all meetings	Level 1	Level 1	Level 1
		Open/willing communication with PO	Level 1	Level 1	Level 1
		Provides and follows schedules	Level 1	Level 1	Level 1
		Engages in prosocial activities	Level 1	Level 2	Level 2
		Identifies risk/problems with PO	Level 1	Level 1	Level 2
		Completion of cognitive-behavioral programming	Level 2	Level 2	Level 2
Peer Associations	Antisocial Friends	Maintains/gains appropriate peers and activities	Level 1	Level 2	Level 2
		Attends support groups	Level 1	Level 1	Level 1
Family and Social Support	Family Support/Family Conflict	Recognizes inappropriate sources of support/residences	Level 1	Level 1	Level 1
	Relationship Support	Seeks appropriate residence and roommates	Level 1	Level 1	Level 2
Education/Employment	Educational Needs	Provides documentation of completion	Level 2	Level 2	Level 2
	Educational Strengths	Progress in program/education	Level 1	Level 2	Level 2
Case Plan Compliance	Case Plan Compliance	Employment	Level 2	Level 2	Level 2
		Actively participate in case planning process	Level 1	Level 2	Level 2
		Evidence a recovery-oriented lifestyle	Level 3	Level 3	Level 3
Substance Use	Substance Abuse Current	Clean urinalysis tests	Level 1	Level 2	Level 1
		Admits/discloses to substance use (prior to testing)	Level 1	Level 2	Level 2
		Evidence of recovery-oriented lifestyle	Level 3	Level 3	Level 3
		Completes evaluation/positive participation in treatment program	Level 1	Level 1	Level 2
		Completion of substance use treatment program	Level 2	Level 3	Level 3
Mental Health	History of Mental Illness	Open communication with PO/provider	Level 1	Level 1	Level 2
	Depression/Anxiety (current symptoms)	Positive participation in treatment program	Level 1	Level 2	Level 3
	Psychosis (current symptoms)	Completion of behavioral health treatment program	Level 2	Level 3	Level 3
Neighborhood Problems	Housing Safety	Stable living environment	Level 1	Level 1	Level 2
		Seeks appropriate residence/roommates	Level 1	Level 1	Level 2
		Discloses risks for residence verification (pets, visitors, etc.)	Level 1	Level 1	Level 1
Financial	Financial	All payments current	Level 3	Level 3	Level 3
		Demonstrates planning/budgeting	Level 1	Level 2	Level 2

PPD 6.3.101 (A) Montana Incentives/Interventions Grid for Adult Probation & Parole - Revised



6/2019 MONTANA INCENTIVES/INTERVENTIONS GRID FOR ADULT PROBATION & PAROLE (MIIG-P&P)

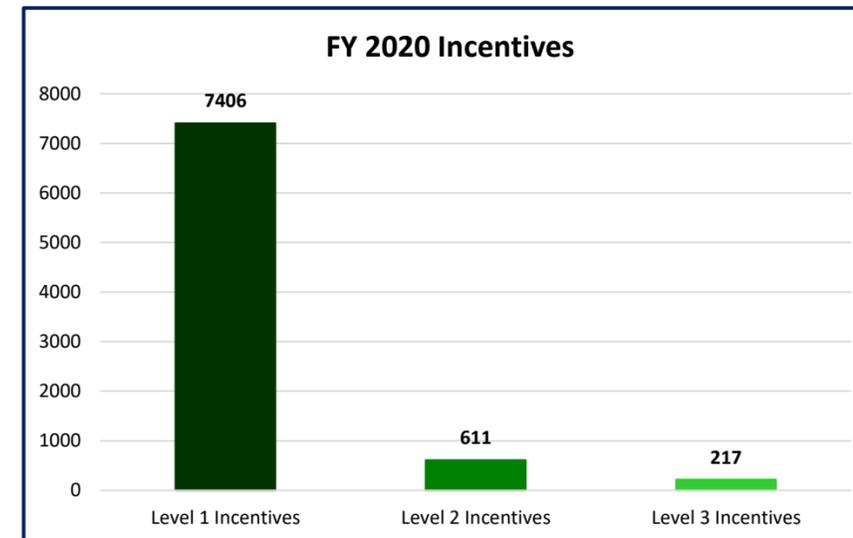
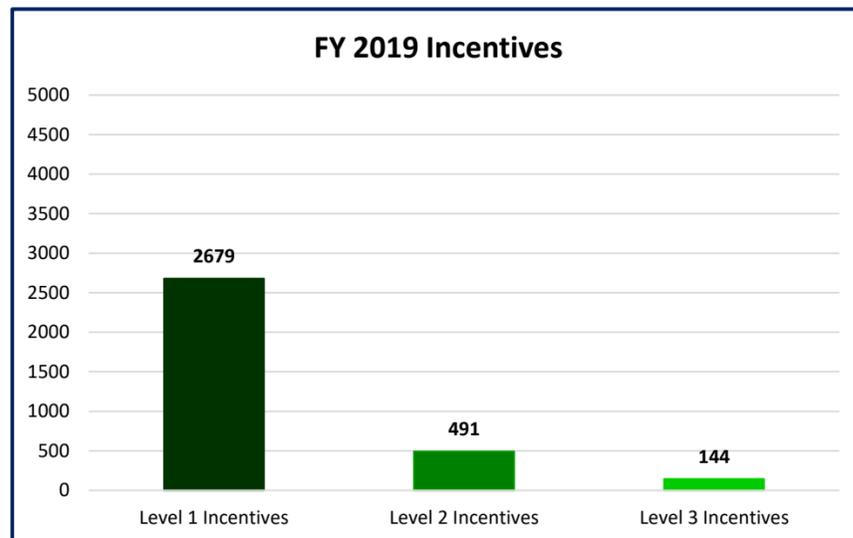
MORRA Domains	WRNA Domains	Conditions	Intervention Level			
			Low/Mod	Medium	High	
Criminal History	Criminal History	Obey all laws	Level 3	Level 3	Level 3	
		Charge for new crimes (misdemeanor)	Level 3	Level 3	Level 3	
		Charge for new crimes (felony)	Level 3	Level 3	Level 3	
		Contact with LE/PO for citable offenses	Level 2	Level 2	Level 3	
		Fail to report LE contact w/in 72 hours	Level 1	Level 1	Level 2	
		Possession of firearm	RDV	RDV	RDV	
		Do not possess any firearms/weapons	Possession of a dangerous weapon or chemical agent (other than a firearm)	Level 3	Level 3	Level 3
		Searches and seizures	Failure to allow PO/LE perform search of person/residence/vehicle	Level 3	Level 3	Level 3
		Sex/Violent Offender	Failure to register as a sex/violent offender (no charges filed)	Level 2	Level 2	Level 2
		Report as directed to meet with PO	Failure to report (late or missed meeting)	Level 1	Level 2	Level 2
Antisocial Attitudes	Antisocial Attitudes/Anger Hostility	Ascending	Level 1	Level 1	Level 1	
		Leave travel district without permission	Level 3	Level 3	Level 3	
		Leave state without permission	Level 1	Level 1	Level 2	
		Travel without permission	Level 2	Level 2	Level 3	
		Failure to abide by travel permit conditions	Level 2	Level 2	Level 2	
		Cooperate with requests of PO and LE	Being uncooperative/untruthful with PO/LE / failure to disclose supervision to LE	Level 1	Level 1	Level 2
		No contact with victim w/out permission	Any contact with victim without permission by PO/court	Level 3	Level 3	Level 3
		Successfully complete cognitive-behavioral programming	Failure to participate in treatment/counseling/other programs as directed	Level 2	Level 2	Level 3
		Driving restrictions	Failure to obey "no driving" condition	Level 2	Level 2	Level 3
		"No Contact" with victim	Driving without interlock device when required	Level 2	Level 2	Level 3
Peer Associations	Antisocial Friends	Stalking/harassing/threatening victim, victim's immediate family, or support network	RDV	RDV	RDV	
		Association with known felon without permission	Level 1	Level 1	Level 2	
		Associations with individuals involved in criminal activity	Level 2	Level 2	Level 2	
Family/Social Support	Family Support/Conflict	Association with active gang members	Level 2	Level 2	Level 3	
		Enter and complete parenting programming as directed	Failure to participate in treatment/counseling/other programs as directed	Level 1	Level 2	Level 2
Education/ Employment	Relationship Support	Failure to obtain HIGET	Level 1	Level 1	Level 2	
	Educational Needs/Strengths	Change employment without permission/failure to obtain employment	Level 1	Level 1	Level 1	
Substance Use	Substance Abuse Current	Employment	Terminated from employment	Level 1	Level 1	Level 2
		Comply with case plan, including MIIG interventions	Failure to comply with the case plan including MIIG interventions	Level 3	Level 3	Level 3
		Obtain evaluation as directed by court/PO	Failure to complete evaluation as directed	Level 1	Level 2	Level 3
		Engage in treatment/counseling	Failure to participate in treatment/substance use counseling/other programs as directed	Level 1	Level 2	Level 2
		No controlled substances	Possession of illegal/controlled substance without prescription	Level 2	Level 2	Level 3
		Use of illegal/controlled substance without prescription, including admission to use	Possession of drug paraphernalia	Level 1	Level 2	Level 2
		No Alcohol	Use of illegal/controlled substance without prescription, including admission to use	Level 1	Level 2	Level 2
		Enter establishment where alcohol is chief item of sale, unless for employment	Possession/consumption of alcohol	Level 1	Level 2	Level 2
		Substance abuse testing	Failure to submit to testing/positive test	Level 1	Level 2	Level 2
		Tampering/diluting/deliberately attempting to subvert testing	Terminated from Treatment Court	Level 2	Level 2	Level 2
Mental Health	History of Mental Illness	Terminated from Treatment Court	Level 3	Level 3	Level 3	
		Obtain/comply with evaluation/program plan as directed	Failure to participate in mental health treatment/counseling/other programs as directed	Level 2	Level 2	Level 3
Neighborhood Problems	Housing Safety	Engage in treatment/counseling	Level 2	Level 2	Level 3	
		Residence	Change of residence without approval	Level 1	Level 1	Level 2
		Supervision Fees	Failure to pay supervision fees, when ability to pay is demonstrated	Level 1	Level 1	Level 1
Financial	Financial	Fail to make residence open/available to an officer for home visit/search	Level 3	Level 3	Level 3	
		Court-ordered financial obligations	Failure to pay restitution, when ability to pay is demonstrated	Level 1	Level 1	Level 1
		Gambling	Failure to pay court costs/fines, when ability to pay is demonstrated	Level 1	Level 1	Level 2
		Engage in business/purchase real property, automobile/incur debt w/out permission	Gambling	Level 1	Level 1	Level 1
Incurring debt	Engage in business/purchase real property, automobile/incur debt w/out permission	Level 1	Level 1	Level 1		

PPD 6.3.101 (A) Montana Incentives/Interventions Grid for Adult Probation & Parole - Revision Date 06/17/19

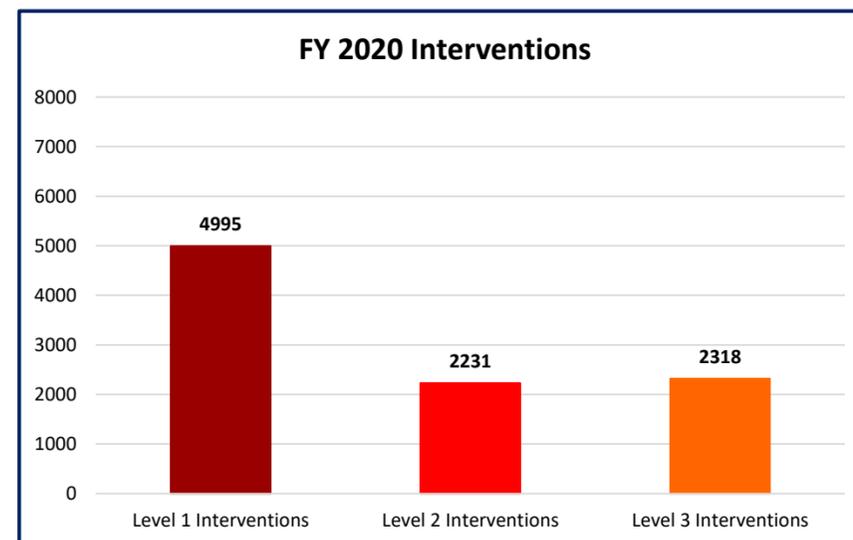
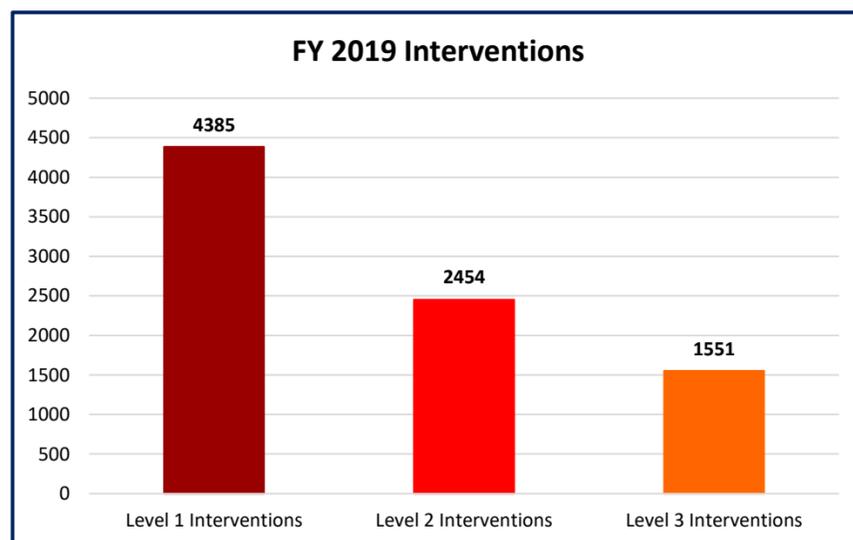
MIIG



Incentives



Interventions

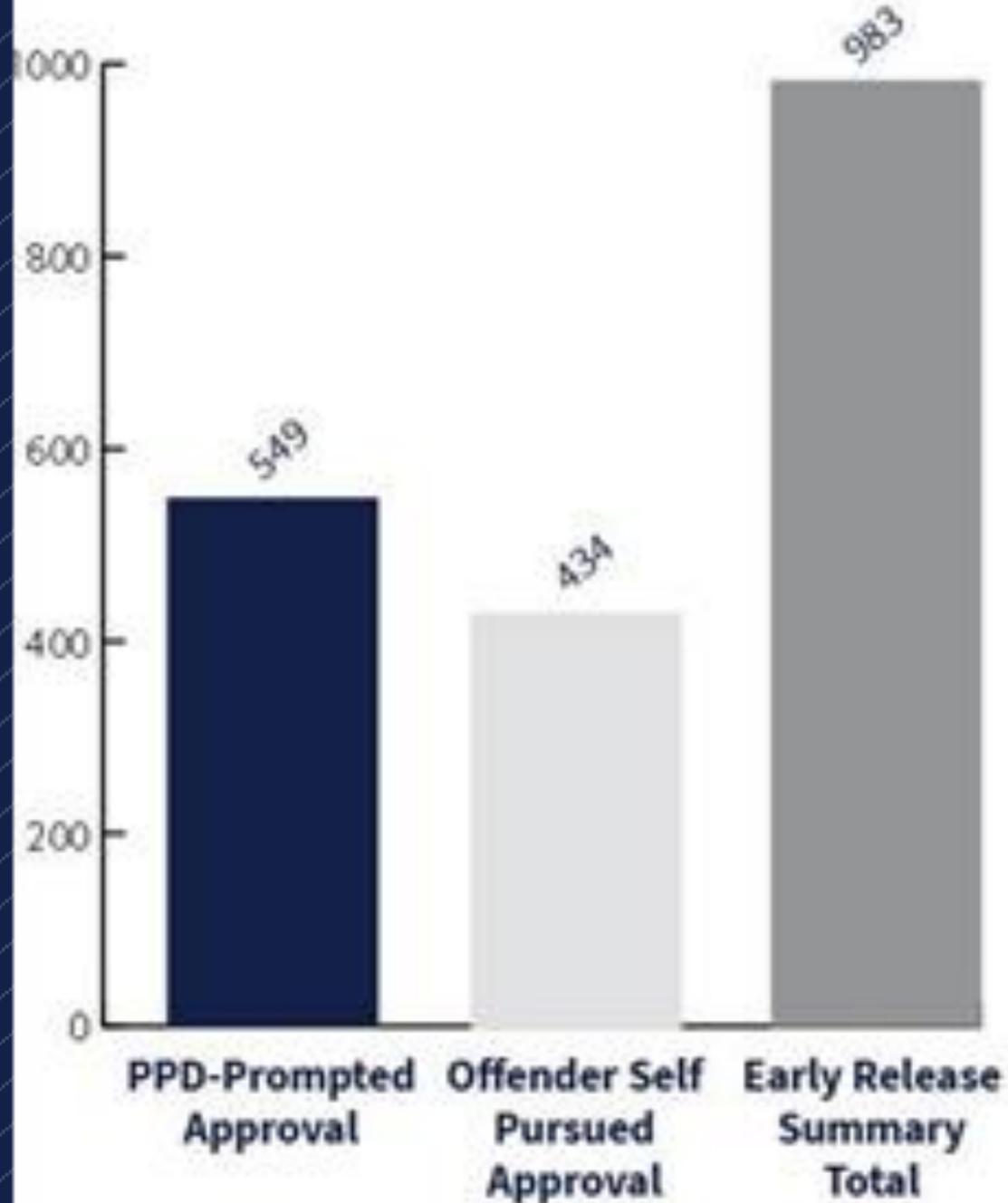




Conditional
Discharge for
Supervision

Early Termination

Early Release Summary FY 2020



**Both CDFS and Early Termination*

As of January 12, 2021, **1,210** offenders are no longer on supervision as a result of Conditional Discharge from Supervision and/or Early Termination.



**MONTANA DEPARTMENT OF
CORRECTIONS**

67th

**Legislative Session
2019**

HB 2 Footnotes

Workload Study -

Council of State Government conducted study and published findings in December 2019.

County Jail Hold Population Caps –

2019 Population = Average Monthly Population - 222

2020 Population = 300 - 400

OMIS Training Positions –

2 FTE transferred from PPD to ASD.

Probation and Parole Career Ladder –

Not ratified by Collective Bargaining Unit.

All offenders provided written notice of their eligibility for Conditional Discharge of Supervision.



Interstate Compact Commission

**MONTANA OFFENDERS
SUPERVISED IN OTHER STATES**

1,218

**OUT-OF-STATE OFFENDERS
SUPERVISED IN MONTANA**

334



CSG

Justice Center

**The Council of State
Governments**

**Montana Caseload
Study**

December - 2019

MONTANA'S CRIMINAL JUSTICE SYSTEM AT A GLANCE

**SUPERVISION POPULATION
FY 2015 TO FY 2019**

17.5% INCREASE

**CRIMINAL COURT CASE FILINGS
FY 2014 TO FY 2018**

37% INCREASE



The Work Continues

Strategic Goal	Increase safety of communities, staff and offenders
Objective:	Ensure that Probation and Parole field offices take reasonable precautions to provide an environment that protects staff, offenders, and other visitors.
Activities:	<p>Conduct a safety assessment on all Probation and Parole field offices to examine and identify environmental factors that can reasonably enhance safety from dangerous and violent perpetrators.</p> <p>Prioritize safety renovation projects based upon cost and need.</p> <p>Include safety renovations in initial costs of acquiring new office space when leases expire or terminate.</p> <p>Identify in office protocols for high-risk office visits that includes training for staff.</p>
Performance Measures:	<p>Report findings including priorities from field office assessment results to Leadership by January 1, 2020.</p> <p>Safety renovation costs are included in cost analysis for acquiring or renewing leases of office space.</p> <p>High-risk office visit protocols will be developed, and staff trained by July 1, 2020.</p>



The Work Continues

Objective:	Use risk and needs assessments and other supplemental assessments to measure risk of offenders currently under supervision and in all facilities to adjust supervision level/case plan accordingly.
Activities:	<p>Ensure that risk and needs assessments are performed in a timely fashion upon entry into community supervision and all facilities then reevaluated on a regular basis as per policy. Utilize supplemental assessments and other measurable factors to identify risks on the part of offenders.</p> <p>Develop case management plans based upon risks and needs assessments of offenders.</p> <p>For offenders in the community, adjust supervision strategies when events occur that indicate a heightened level of risk.</p> <p>Ensure all areas have policy and procedures that address risk and needs assessments and case management plans.</p>
Performance Measures:	<p>All offenders will have a risk and needs, and other necessary assessments completed in accordance with procedure or policy.</p> <p>All offenders will have a case management plan completed in accordance with procedure and policy.</p> <p>All offender case plans will be reviewed and updated in accordance with procedure and policy.</p> <p>All areas will have policy and procedures concerning case management plans and risk and needs assessments by July 1, 2020.</p>



The Work Continues

Objective:	Ensure proper on-going and applicable training for staff empowering them with effective tools for safety.
Activities:	Create and implement a professional development plan for each job class including accountability measures for management and line staff alike. Provide all staff with opportunity to attend pertinent training and develop personal safety practices. Recognize staff for the proper use of tools/training for safety.
Performance Measures:	Utilize incident reviews to identify and develop training opportunities and/or recognition for all staff. All reports involving safety will be addressed by management within 15 business days of receiving the report. Management will review staff training records annually to identify and address training needs.



The Work Continues

Objective:	Ensure the adoption of policy and procedures that provide an inclusive view of safety for all DOC operations.
Activities:	Gather input from internal and external sources including other state DOC when implementing new safety policy and procedures to ensure best practices. Develop a formal policy and procedure approval process.
Performance Measures:	New policy and procedures will site references and sources used in the development. Formal process for approving policy and procedure will be in place by October 1, 2019.



The Work Continues

The Probation and Parole Division is committed to the transformation of the way offenders are supervised.

Shift from surveillance-type supervision to behavior change agent supervision.

Use of evidence-based instruments to determine supervision levels.

Developed case management plans based upon risk level.

Use of MIIG to guide increase or decrease in offender reporting.

Continuing to explore the use of specialty caseloads.



The Work Continues

The Council of State Governments continues to work with the Department of Corrections in examining the outcomes of the 2017 legislation.

The Probation and Parole Division is currently involved with the Criminal Justice Institute to examine what are the primary contributing factors to revocations and ultimately recidivism.

The Probation and Parole Division is currently involved with the Legislative Audit Division in their work pertaining to a performance audit.

The Department is working with the University of Cincinnati Crime Institute in examining the quality of our delivery of risk and needs assessments and providing more training.



**2023
Biennium
Request**

Probation and Parole Officers

- Increase of 10 Probation and Parole Officers to reduce officer to offender caseload ratio to 65 to 1.

Pre-Sentence Investigation Writers

- Increase of 4 PSI Writers to reduce the demands placed upon Probation and Parole Officers to author Pre-Sentence Investigation Reports.

QUESTIONS?



MONTANA DEPARTMENT OF
CORRECTIONS

Probation and Parole Division